



HRO News

Maine National Guard

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Human Resources Officer
207-430-6010

Issue 6

April 2014

LtCol Dawson
Deputy HR Officer
207-430-6012

MSG Bailey
Classification
207-430-6017

LTC Jordan
Employee Benefits
207-430-6016

Mrs. Varney
Employee Benefits
207-430-6020

Chief Guesman
Labor / Conduct Mgt
207-430-6015

SGT MacVane
Training and Development
207-430-6019

Mrs. Leet
Equal Employment
207-430-6014

CPT Sessions (Deployed)
Staffing Specialist
207-430-6013

Ms. Jones
Staffing Assistant
207-430-6011

MSgt Hunter
Information Systems
207-671-6021

Ms. Smith
Information Sys Assistant
207-430-6022

Vacant
Program Analyst
207-430-6355

CW3 Merrill
AGR Manager
207-430-6023

SFC Richardson
AGR NCOIC
207-430-6025



Message from the HRO

Spring is finally here and so is our next HRO Newsletter! We focused on benefits and retirements for the past several newsletter editions and we hope that you found the information to be useful. It is important for all of us to have the goal of someday reaching the retirement milestone and to be well prepared. So don't forget your Thrift Savings Plan (TSP), military deposits and even the management of leave. Each of these contributes to a well planned retirement.

Recent guidance received for the FY14 Technician Incentive Awards Program is currently under review. You will hear more about this very soon. Additionally, TAG policy for the Incentives Awards Program is being rewritten to provide better clarity concerning submissions and processing.

It is now time for supervisors to complete interim reviews. While you, the supervisor, do not provide a rating of record, you must provide comments and feedback for each critical element to your employee(s) using the form MENG 430-1. Interim reviews are maintained by the supervisor providing a good reference tool when completing the annual appraisal.

Lastly, I encourage all of our technicians to use MyBiz and supervisors to use MyWorkplace, two very useful tools providing employment information.

So, You Want To Go To Training

It's about half way through the fiscal year and some of you may be wondering; Does she EVER approve training? The answer is yes. There is a process.

As the HRDS, I have to consider our reduced budget, but even more important is fiscally responsibility. Let's face it, going to school is beneficial to us all, it can be fun, it's an opportunity for us all to grow in our jobs and become better leaders. Unfortunately, just because schools and training are beneficial (it can be argued that all are) does not justify approval. Once an SF 182 is received, I must look at the individual making the request and ask some questions. Is this school part of an Individual Development Plan (IDP)? Is the course material taught within their Position Description (PD)? Was the training part of the yearly projections? Will the training award a military qualification? And, most importantly, is the training mandatory? Meaning the technician will be unable to complete all or part of their job without attending the training. It is a detailed process and I try to be fair to each request. The more information I have, the better decision I will be able to make. If you have an LOI or course information, send it with the request. Please send all training requests through the HRDS and I will try to respond as quickly as possible. If your training is not approved, but you believe the training meets the guidelines, please don't hesitate to contact me so that we can discuss in detail. If your training is approved, please remember to include your signed SF 182 as a substantiating document when you submit your DTS. All DTS requests will be approved approximately two weeks prior to your departure.

We are a team and that means working together to maintain a well-trained workforce. I am here to help all technicians with training and travel. Please don't hesitate to contact me.

SGT Cara MacVane, HRDS

Abolishment of the "Dual Status Addendum"

The National Guard Bureau's Technician Personnel Office has rescinded the Dual Status Position Description Addendum/Statement. It has been determined that the addendum does not fall within the scope of the National Guard Technician Act of 1968 and may pose a potential violation of purpose of hire. Request all supervisors remove all Dual Status Addendums in their supervisory personnel folders. Also, it is necessary to delete or line out the dual status statement in all position descriptions.

So what did the dual status addendum allow? It allowed for the preparation and support of the mission through the accomplishment of duties pertaining to military training, military readiness, force protection and other mission related assignments, such as training of traditional guard members, CWDE/NBC training, exercise participation (ORE/ORI/UCI/MEI/OCI/IG, etc.) mobility exercise participation, FSTA/ATSO exercise participation, SABC training, LOAC training, weapons qualification training, participation in military formations and medical mobility processing within the guidelines of NGB/ARNG/ANG/State/TAG rules, regulations and laws.

While the Dual Status Addendum has been rescinded, NGB Policy letter TN-12-08, Assignment of Military Training Duties to Title 32 National Guard Technicians, dated 13 March 2012 continues to be applicable. It is recommended that all technicians review the policy letter attached to this newsletter.

Applying for a Technician Position?



Some helpful hints for you, the applicant, from the Staffing Section in regards to applying for a Technician position.

- Most jobs will have knowledge, skills and ability (KSA) statements under the Specialized Experience. Each applicant needs to articulate the job and tasks they performed to explain the KSA's. When addressing KSA's, HRO and the selecting official are looking for candidates who can describe very specific references and processes the candidate has done. Simply having an AFSC or MOS will not automatically qualify you; spell out your work experience that you have performed on drill and Annual Training. A helpful way to address your specialized experience is explained on a separate document attached to your application.
- If you are submitting a transcript for Substitution of Education for Specialized Experience or as a minimum education requirement, please submit an official or unofficial transcript which has the degree awarded, classes taken, credits earned and GPA.
- Please do NOT submit letters of recommendation, Technician or military appraisals and or Technician standards. The documents have no bearing on qualifying you. Recommend you present those documents to the selecting official during the interview.
- Regardless of your MOS or AFSC some candidates may qualify based upon work experiences outside of the military. Have you considered listing some of your volunteer work? You may receive credit for paid and unpaid tasks you have performed.

If you are not sure about anything on the job announcement please call me at 207-430-6017 or e-mail at craig.p.bailey.mil@mail.mil.

MSG Craig Bailey

Transferring GI Bill Benefits

It is not new that Title 32 time is creditable under the Post 9/11 GI Bill. However, we are finding more and more AGRs who wait until the end of their careers before they transfer their benefits to authorized dependants. It is critical that AGRs know that in most cases they must agree to serve up to four more years of service when they transfer their benefit. Please address any specific questions to your supporting HR professional or to the Education Office.



Federal Service Retirements-Dual Status Technicians (Part 3 of 3) Disability Retirement

Federal Employee Retirement System (FERS) employees are eligible to apply for a regular disability retirement if they meet the following criteria:

- FERS employee with 18 months of creditable "civilian" service
- Employed in a position subject to FERS, have become disabled because of disease or injury, for useful and efficient service in your current position.
- The disability must be expected to last at least one year.
- The agency must certify that it is unable to accommodate your disabling medical condition in your present position and that it has considered you for any vacant position in the same agency at the same grade or pay level, within the same commuting area, for which you are qualified for reassignment.

OPM defines "Disabled" or "disability" as unable or inability to render useful and efficient service because of disease or injury –
In the employee's current position; or
In a vacant position in the same agency at the same grade or pay level for which the individual is qualified for reassignment.

"Useful and efficient service" means (1) either acceptable performance of the critical or essential elements of the position or the ability to perform at that level; and (2) satisfactory conduct and attendance.

There are special provisions for dual-status technicians. Under Public Law 97-253 technicians who lose military membership as the result of the military Disability Evaluation System (DES) after having gone through a Medical Evaluation Board (MEB) and a Performance Evaluation Board (PEB), and do NOT meet the criteria for an early retirement are eligible for a disability annuity. Electing to not enter the DES is a voluntary decision and will be treated as such in determining a technician's retirement eligibility.

A disability annuity provides for 60% of an employee's salary the first 12 months. From the 13th month until the employee turns age 62 the employee receives 40% of the employee's salary. At age 62 the FERS basic annuity is recomputed as if the employee had continued employment until age 62.

Disability annuities are earnings tested. If a dual status technician earns more than 80% of the current rate for their pay plan and grade they are considered restored to earning capacity by OPM and all disability annuity payments stop.
